



Goodyear Independent Shared Housing for Seniors REFERRAL PROCEDURE



1. All referrals will be handled on a first come, first serve basis in the order they are received. All applicants will be handled in the order their eligibility documents are received.
2. Potential candidates for the program must be pre-screened for the program by the referring agencies using the Referral & Eligibility Checklist form.
3. Referring agencies will advise the applicant that they will need to have their doctor sign off on the "Independence Questionnaire and Doctor Verification form", have current identification and proof of income prior to any scheduled appointment with Valle del Sol.
4. Once the applicant has been prescreened and meets the basic requirements to apply for this program, the "Referral and Eligibility Checklist Form" must be emailed or faxed to Trilese DiLeo at trilese@exitocdc.org or fax 602-325-4008. The email/fax must contain the agency/organization and staff name making the referral as well as phone number. If screening was made by Exito, then Exito will fill out this form.
5. Upon receipt/completion of the referral, Exito will verify and discuss the applicant's basic eligibility requirements by and their overall understanding of the program.
6. When Exito verifies basic eligibility, Valle del Sol CSA's will be emailed or faxed the "Referral & Eligibility Checklist Form".
7. Upon receiving the "Referral & Eligibility Checklist Form" from Exito, Valle del Sol will contact the applicant to schedule an appointment.
8. After completed documentation has been obtained from the applicant, the file will be submitted for final review from Exito. Incomplete files will not be submitted to Exito and will have to wait until they are completed for final review.
9. During final review, Exito will perform a criminal back ground investigation and run a credit report on the applicant.
10. Complete applications will then be approved or denied by Exito's Executive Director.
11. Once the application is approved or denied, Exito will contact the applicant and referral source to let them know of the approval/denial.
12. If a applicant is approved, Exito will schedule an appointment to arrange lease signing, deposits and move-in.
13. Exito, will then inform the referral source after all final paper work is completed and after the applicant has moved in.